



County Kildare

LEADER PARTNERSHIP

Supporting & Connecting the People of County Kildare

REQUEST FOR QUOTATION

PROVISION OF SERVICES

Subject of Quotation

Training programme: Garden Design for Urban Biodiversity

Key Dates

Issue Date

15 June 2026

Closing Date for Queries

3 July 2026 at 12pm Irish Standard Time

Closing Date for Quotations

15 July 2026 at 12pm Irish Standard Time

Contact for Queries

Queries must be submitted via eTenders.

Format for submission of quotations – use the Quotation Response Document provided. Only quotations received by email will be accepted.

Please note that this contract is subject to funding. Funding is expected to be approved in October 2026.

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1. ABOUT THE CONTRACTING AUTHORITY

1.1 The Contracting Authority

County Kildare LEADER Partnership CLG (CKLP), the Contracting Authority, is the Local Development Company for County Kildare and delivers the 2023 - 2027 LEADER Programme, the Social Inclusion and Community Activation Programme, Tús, Community Employment and other local community development initiatives.

The 2023 - 2027 LEADER Programme is guided by the Kildare Local Development Strategy 2023 - 2027. The Kildare Local Development Strategy (LDS) 2023 - 2027 outlines how individuals and communities can be supported by the LEADER programme to develop initiatives to address the challenges that they face.

The vision for the Kildare LDS is of a more inclusive and vibrant county which has both a positive sense of place, and the conditions for all citizens, young and old, to fully participate in the civic, economic, social, and cultural life of their communities.

1.2 Small and Medium Enterprise Participation

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

2. SCOPE OF REQUIREMENT

2.1 Specification of Requirements

Context

A key theme of the Kildare Local Development Strategy is sustainable development, climate change mitigation and adaptation. According to the Census 2022 data outlined in the Kildare County Council Local Economic and Community Plan, the county is classified as being both rural and urban; however nearly three quarters of the population (approximately 74%) are classified as urban. This urban population is based around the traditional market towns in the county and the commuter belt. Urban environments, like those found in Kildare, are negatively impacted by climate change and biodiversity loss. However, although growth of urbanised areas can threaten biodiversity, urban areas can also contribute to biodiversity conservation.

We seek to deliver a bespoke training programme to improve awareness of the biodiversity that exists in our urban towns and empower local residents to take action and enhance their own garden spaces for the benefit of biodiversity and a changing climate.

Training objectives

The objectives of this training programme are to:

- Promote and enhance County Kildare's biodiversity through increased awareness and knowledge of garden design principles that can enhance biodiversity in urban areas.
- Increase confidence of participants in the areas of biodiversity and garden design.
- Empower participants to apply their learning to the protection and enhancement of their own garden spaces, contributing to the overall biodiversity efforts of the county.
- Promote ongoing biodiversity activities in the local area such as the development of community gardens.
- Build new connections and networks amongst community members.

This bespoke training seeks to upskill 75 individuals across five urban towns of County Kildare (15 per course location). While the training is targeting local residents with private garden spaces, it is possible that some attendees may be affiliated with community organisations managing community garden spaces or may manage an allotment.

Training Preparation

15 residents per specified community should be recruited to participate in the training programme.

Proposed methods for recruitment must include:

- A minimum of 4 hours community outreach per area in advance of the training delivery to identify and recruit participants, paying special attention to those who are often overlooked.
- Consultation with County Kildare LEADER Partnership's LEADER team.
- Communication of the training in a way in which participants understand the commitment required and grasp the objectives of the programme (plain language to be used).
- Paid advertisement in local print media.
- Development of social media content to promote the training through CKLP's channels.

Trainers should complete a training needs analysis and a detailed training plan for each session for endorsement by CKLP before training sessions begin. Any significant changes to training content throughout delivery of training must be discussed with CKLP beforehand.

Training Delivery

The training is to be delivered as 4 x 2-hour sessions for a total of 8 hours in each location, 40 hours total across the county.

Training methods should be participatory and hands-on with a focus on transformative learning. This training programme requires an ability to engage and motivate diverse groups of people towards building their own capacity to take on biodiversity initiatives. CKLP reserves the right to request amendments to the training content based on participant feedback.

Attendance must be recorded at each session using sign in sheets with trainee contact details that are signed by the trainer and photographs must be taken as evidence of session delivery.

Reporting and Final Outputs

Weekly updates are to be provided to CKLP via email confirming the attendance, key themes discussed, and any concerns raised or issues that occurred during the sessions. Any urgent issues or concerns should be reported to CKLP immediately for resolution. A course evaluation by participants must also be completed with findings provided to CKLP.

A final report is to be provided with the final invoice. This should include a summary of sessions, a copy of sign-in sheets from each session.

2.2 Delivery Locations and Timeframes

The training programme should be delivered to the following five communities:

1. Athy
2. Clane
3. Leixlip
4. Naas
5. Newbridge

The day-to-day management of the programme, inclusive of venue hire, will be the responsibility of the trainer. Training should be delivered in venues that are suited to adult education in the five chosen communities. The venues should be fully accessible and ideally within reach of public transport. Appropriate facilities such as Wi-Fi and facilities for refreshments should be available in the training venues. The trainer should pay special attention to using community or public facilities when choosing locations for the training. County Kildare LEADER Partnership can provide a list of LEADER-funded facilities to support with venue identification.

The anticipated timeframe for delivery is as follows:

Programme Development and Recruitment	November 2026 - December 2026	4 hrs community outreach/mapping per community to identify potential participants and to promote the training.
Training Delivery	January 2027 – March 2027	Delivery of five training courses in-person in identified communities
Final Report	April 2027	Provision of the Final Report and final invoice to CKLP

This timeline can be amended at the discretion of the trainer in line with desires of the communities and consultation with CKLP staff. Training for the five communities can run concurrently or sequentially, depending on the availability of the trainer(s). We ask that suppliers outline proposed timelines in their tenders.

The winning tenderer will be required to enter into a Data Processing Agreement with County Kildare LEADER Partnership for the purposes of managing personal data of participants.

2.3 Options (if applicable)

Not applicable.

2.4 Pricing

All costs must be quoted in Euros (€). The applicable rate of VAT in respect of each service must be shown separately. Tenders should be inclusive of travel and any other expenses.

Tenderers should confirm that the proposal holds good for at least six months after the closing date for receipt of proposals and that the cost remains fixed for the duration of the contract.

The currency and invoices in which all prices and rates shall be quoted, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful tenderer. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

The standard method of payment used is Electronic Funds Transfer.

2.5 Review of Performance

A quality service is required under this contract. Therefore, performance will be continually monitored over the term of the contract. Cost competitiveness, performance, quality of service, participant satisfaction, and turnaround time will be the main criteria for measuring performance.

2.5.1 Account Management

Tenderers submitting a quotation are required to nominate a dedicated account manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.

2.5.2 Invoicing

Invoices shall be submitted by the successful tenderer on a monthly basis for all costs incurred in the preceding month, or as otherwise agreed by the parties. All official invoices must quote the Project Reference Number IE14KLD105009 and the phrase “2023 – 2027 LEADER Programme”.

2.6 Award to Runner Up

If for any reason, it is not possible to award the contract to the successful tenderer emerging from this competitive process, or if having awarded the contract, the Contracting Authority considers that the successful tenderer has not met its obligations, the Contracting Authority reserves the right to award the contract to the next highest scoring tenderer on the basis of the terms advertised, at any time during the quotation validity period of six months.

3. EVALUATION CRITERIA

3.1 Suitability

The Contracting Authority will only consider quotations from competent and financially sound and compliant tenderers. To this end, you are required to confirm the following by completing the self-declaration contained in the separate Quotation Response Document (QRD).

- (a) General tenderer information.
- (b) Confirmation of tax compliance.
- (c) Confirmation that the tenderer is appropriately insured.
- (d) Confirmation via declaration that the tenderer is not bankrupt, guilty of corruption, fraud, money laundering, membership of a criminal organisation, not involved in child labour and/or human trafficking and is fully compliant with all its statutory obligations.

3.2 Award Criteria

The contract will be awarded on the basis of a quality and cost evaluation as assessed by the Contracting Authority, who is not obliged to accept the lowest or indeed any quotation. The following criteria will be applied:

Criterion A	Weighting
Cost Criterion	40%
Criterion B	Weighting
Understanding the requirements	30%
Criterion C	Weighting
Quality and Expertise of Team Proposed	30%

4. FORMAT OF RESPONSE

Tenderers are required to complete the Quotation Response Document through eTenders.

5. INSTRUCTIONS FOR TENDERERS

(a) Closing Date

The closing date for receipt of quotations is 15 July 2026 at 12pm Irish Standard Time.

Quotations that are received late will not be considered in this competition.

(b) Submission of Quotations

Please submit the Quotation Response Document via eTenders. Only quotations received through eTenders will be accepted and must be received by 15 July 2026 at 12pm Irish Standard Time to be considered valid.

(c) Queries

All queries regarding this request for quotations should be submitted via eTenders and must be received no later than 3 July 2026 at 12pm Irish Standard Time.

For the purpose of circulating responses, queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

(d) Confidentiality

The distribution of the quotation documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Tenderers are required to treat the details of all documents supplied in connection with the quotation process as private and confidential.

(e) Conflict of Interest

Any conflict of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the tenderer and The Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in the quotation submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the tenderer, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

(f) Freedom of Information Acts

Tenderers should be aware that, under the Freedom of Information Act 2014 and the European Communities (Access to Information on the Environment) Regulations 2007 to 2014, information provided by them during this Competition may be liable to be disclosed.

Tenderers are asked to consider if any of the information supplied by them in their Quotation should not be disclosed because of its confidentiality or commercial sensitivity. If tenderers consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, they must, when providing such information, clearly identify the specific sections of their quotation containing such information and specify the reasons for its confidentiality or commercial sensitivity. For the avoidance of doubt tenderers may not assert confidentiality or commercial sensitivity over the entire quotation but must clearly identify the specific section containing such information. If tenderers do not identify information as confidential or commercially sensitive, it is liable to be released in response to a request under

the above legislation without further notice to or consultation with the tenderer. The Contracting Authority will, where possible, consult with tenderers about confidential or commercially sensitive information so identified before making its decision on a request received. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released (irrespective of notification) or in respect of any consequential damage suffered as a result of such obligations.

(g) Data Protection

Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the “General Data Protection Regulation”), the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

The Contracting Authority will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the tenderer in response to this Request for Quotation.

The tenderer, as Controller in respect of any Personal Data provided by it in its tender, is required to confirm by way of statement in the “Declarations” section of the accompanying Quotation Response Document that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the tenderer have consented to the processing of such Personal Data by the tenderer, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the tenderer in this Competition or that the tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this Competition.

(h) Tax Clearance Certificate

It will be a condition of award of this contract and any subsequent contract that the successful tenderer(s) comply with all EU and national tax laws. Tenderers are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident economic operators should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie.

(i) Withholding Tax

Relevant payments shall be subject to Irish ‘Professional Services Withholding Tax’ at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353-67-63400).

(j) Interference and Inducement to Purchase

Any effort by the tenderer to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of quotations and in decisions concerning the Award of Contract shall have their quotation rejected. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

(k) Notification of Evaluations

All parties will be informed of the outcome of their proposals following evaluation and any necessary clarifications.

(l) Replacement Personnel

Notification must be sent in writing (by post or electronic means) as soon as possible to the Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of the Contracting Authority. Replacement personnel must be of equal or better standing than the existing personnel in terms of qualifications and experience.

(m) Copyright

The Contracting Authority will have copyright ownership of any material developed for use by the Contracting Authority under the terms of this quotation. The successful tenderer may have a non-exclusive licence to use such material but only for its own purposes (to be agreed with the successful tenderer).

(n) Responsibility of Successful Tenderer

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.